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Attachment

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(This Notice Expires 30 June 1959)

NOTICE

NO. _____

N _____

TRAVELERS CHECKS

1. PURPOSE

The purpose of this Notice is to advise Headquarters personnel of the availability of travelers checks for official purposes. The checks are drawn on _____ and may be cashed in most parts of the world at such places as banks, hotels, stores, etc.

25X1A5a1

2. PROCEDURE

Travelers checks will be issued in Room 1405, Alcott Hall upon the basis of an approved Request for Advance which includes a statement the payee is authorized to draw travelers checks in lieu of cash. U. S. dollars may be exchanged for travelers checks at this location upon presentation of a memorandum signed by an authorized approving officer stating the name of the beneficiary and that the checks are to be used for necessary, official and confidential purposes.

~~CONFIDENTIAL~~

~~SECRET~~